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22 August 1984

MEMORANDUM FOR:

Director
Office of Current Production and Analytic Support

THROUGH:

Robert M. Gates
Chairman, National Intelligence Council

FROM:

Herbert E. Meyer
Vice Chairman, National Intelligence Council

SUBJECT:

Information on External Dissemination

REFERENCE:

1. D/CPAS Memorandum, 17 August 1984, Same Subject
2. C/CPAS/CSG Memorandum, 21 August 1984, Same Subject

1. The attached document is forwarded in response to CPAS memoranda of 17 and 21 August 1984. The list identifies all finished intelligence, substantive memoranda, and briefings completed by the NIC since 15 May 1984.

Where possible, each written product is identified by control number, date, title, classification, and number of copies distributed. Briefings are listed by date, classification, subject, requester, and accompanying officers.

2. Dissemination. All finished intelligence produced by the NIC (e.g., NIEs and SNIEs) has a traceable papertrail adequate to identify named recipients. By-name distribution lists are developed for each product by SA/DDI/Dissemination, reviewed by the NIO project chairman, [] and the NIC Production Officer. Individual lists for finished intelligence, substantive memoranda, and briefings are available in CPAS/IMC or in the office of the appropriate NIO.

3. Need-to-know. Estimates are distributed throughout the US Government [] according to current Hq policy of making intelligence available to all authorized individuals with duty related to the specific subject addressed by the product.

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4. Special Controls/Protection. Procedures for handling sensitive estimates are determined by the VC/NIC and individual NIO project chairman during initial stages of production. Drafts of these texts and the published product are then controlled by the NIO, or his Assistant, as specified. Protection and dissemination of substantive memos and briefings are determined by the NIOs.

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6. Reliability of Paper Trail. We believe our records accurately show the dissemination of our products to named recipients.

7. Note: We may need to submit additional material at a later date, following to duty of the following NIOs, currently on TDY or personal leave:

MG Edward Atkeson, NIO/GPF
David Low, NIO/AL
Hal Ford, NIO/AL
Graham Fuller, NIO/NESA
David Gries, NIO/EA/Narcotics
Lawrence Gershwin, NIO/SP
David McManis, NIO/Warning


Herbert E. Meyer

Att: a/s

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